FAASafety.gov
Help Manual for
FAASTeam Directory
Federal Aviation Administration
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Gold Systems Inc.

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# FAASafety.gov Help Manual for FAASTeam Directory

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#### 1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and ASCs using the FAASafety.gov site.

#### 1.2 - System Requirements

Requirement	Description		
Web Browser	Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at <a href="http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp">http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp</a> .		
	You must have Javscript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.		
	The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. The FAASafety.gov web application cookies do not store any personal information.		
	You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.		
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the <a href="https://www.FAASafety.gov">www.FAASafety.gov</a> website and its functions.		
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.		
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).		
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.		

## 1.3 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles National FAASTeam Outreach Manager (NFOM) 1020 North Flyer Way Salt Lake City, UT 84116-2984 james.e.pyles@faa.gov 801-257-5071

## Section 2 - Accessing the Administrative Sections

#### 2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

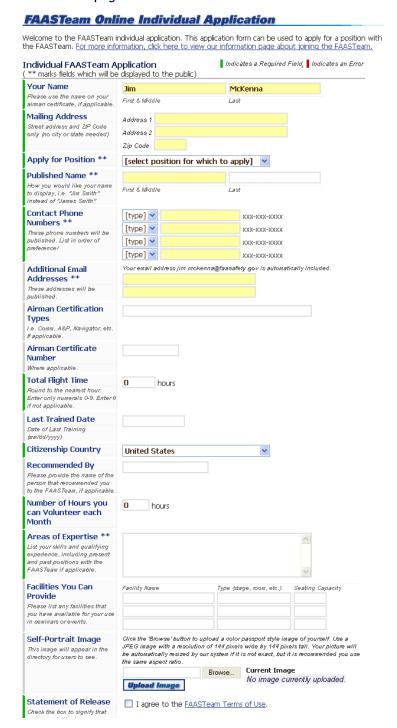
Administrative users will log onto the system from the home page located at <a href="www.FAASafety.gov">www.FAASafety.gov</a>. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.



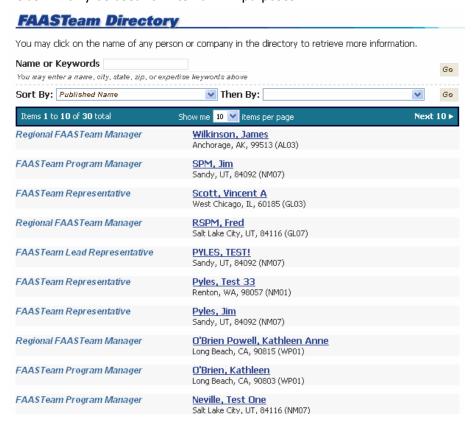
#### 3.1 - Updating Your Information

All administrative users who access the FAASafety.gov site after the launch of the new FAASTeam Directory will have to either update their information or apply to be a representative or lead representative.

After logging in, if you are an FPM or higher you will automatically be taken to the My Directory Information page as shown below.



Any information the system has for you, name, etc. will be pre-populated. You should complete the rest of the fields, including uploading an image, **only fields marked with the double \*\* will be fields that will be displayed to the public when users access the site as show below.** Other fields will only be used for internal FAA purposes.



#### 3.2 - Joining the FAASTeam

If you want to join the FAASTeam you will need to login and then access the Join the FAASTeam application. After logging in, click on the **About FAASTeam** link in the top header as show below.



When you click on the About FAASTeam link you will then be taken to the About FAASTeam page with a link in the left hand side to **Join the FAASTeam** as show below



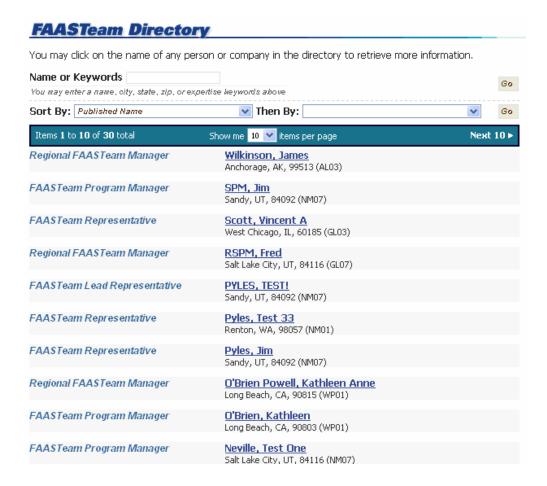
From there you simply click on the link and complete the application, you should complete all the fields, including uploading an image, and click on Submit. Only fields marked with the double \*\*

will be fields that will be displayed to the public when users access the site. Other fields will only be used for internal FAA purposes.

If you wish to complete the application at a later time, rather than submitting now, you can choose to click on Save for Later. Next time you login click on the Join the FAASTeam and the application will be presented with the last information you saved.

## 3.3 - FAASTeam Directory Listing

From any page on the site you will have the ability to view the FAASTeam Directory from the left hand navigation. The FAASTeam Directory will be sortable (by Published Name, Position, and Geographical Area), searchable by keyword and will list up to 50 items per page as show below.



### Section 4 - FAASTeam Administration

Depending on your permission you will have the ability to access the following administrative links.



#### 4.1 - My Directory Information

The My Directory information provides a link so that you can update your information anytime you access the FAASafety.gov site. Simply update the fields you wish and click on Save.

## 4.2 - Modify Others' Directory Information

If you have the proper permission you can access those team members under your direction and update their information. Simply update the information and then click on Save.

#### 4.3 - Approve / Reject Applications

If you have the proper permission you can approve or reject team member's applications. Similarly to Events, all application must be approved (finally) by the RFPM. FPM's first preapprove Representatives or Lead Representatives application, then the RFPM is then notified that the application has been preapproved at the FPM level and the RFPM can then accept or reject the application.

To accept or reject an application, simply click on the **Approve / Reject Applications** link or click on the FAASTeam Directory link in the left hand side. If you have the proper permissions you will see the Directory with the following additions

## FAASTeam Applications

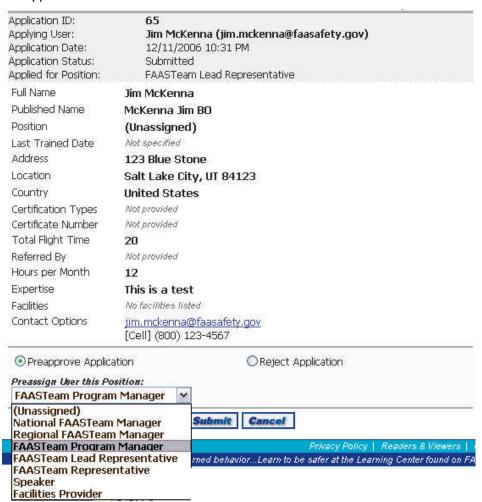
This is a list of all FAASTeam Individual and Industry applications in the system. You may use the tools below to sort this list, and use the links as shown to manage these applications.



The small arrow on the right hand side allows you to update or approve (reject) an application that has not yet been approved. Simply click on the arrow and you will then have two links, Approve / Reject or Modify Data.

		Approve/Reject   Modify Data 💌
FAASTeam Industry Member	Dimestore Aviation	Status: <b>Submitted</b>
	Spokane, WA, 99215	Updated: 12/11/2006 3:32 PM

If you chose to approve (preapprove for FPM's) the application, review and then simply click on the radio button "preapprove application" (for FPM's), you will then need to select which position you are approving the applicant for, select the position and then click on the Submit button at the bottom of the application.



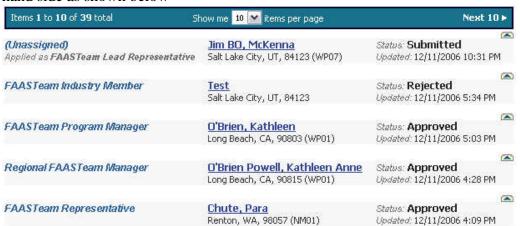
If you choose to reject the application you MUST provide a reason for the rejection. Click on the radio button, "reject application", then complete the reason text area and then click on submit.



As soon as an application has been fully approved (by an RFPM) or rejected the applicant is notified by email. If approved, the necessary permissions are automatically updated on the system and the representative or lead representative can log in and access the correct areas of the site.

### 4.4 - View All Applications

If you select to View All Applications, you will be presented a list of all applications that have been submitted, approved, or rejected, with the appropriate status listed on the right hand side as shown below



In addition to being able to View All Applications, administrators have the additional functionality of being able to sort by Status or Region. Simply select from the drop down which you would like (or both) and then click on the "GO" button on the right hand side.

